

PAC ICT Scope and Sequence

WORD PROCESSING SKILLS

I = Introduce

R = Reinforce

IU = Independent User

1. Create and save new documents	K	1	2	3	4	5	6
• Identify intended use		I	R	IU	IU	IU	IU
• Use save and save as		I	R	R	IU	IU	IU
2. Open, view and print documents	K	1	2	3	4	5	6
• Print entire file	I	R	R	R	R	R	IU
• Use print preview		I	R	R	R	IU	IU
• Print selected parts			I	R	R	R	IU
3. Format documents	K	1	2	3	4	5	6
• Selecting font style & size		I	R	R	IU	IU	IU
• Word spacing		I	R	R	IU	IU	IU
• Justifying text			I	R	R	IU	IU
• Line spacing						I	R
• Change case		I	R	R	R	IU	IU
• Selecting page orientation			I	R	R	IU	IU
• Margins							I
• Using headers, footers & pagination							I
4. Edit text	K	1	2	3	4	5	6
• Changing font style & size		I	R	R	R	IU	IU
• Cutting, copying, pasting & deleting				I	R	R	IU
• Using spell check				I	R	R	IU
• Using thesaurus							I
• Using find & replace feature							I
5. Use desktop publishing techniques	K	1	2	3	4	5	6
• Inserting graphics			I	R	R	IU	IU
• Sizing graphics			I	R	R	R	IU
• Columns							I
• Tables						I	IU
6. Use a word processor to	K	1	2	3	4	5	6
• Write stories or poems	I	R	R	R	R	IU	IU
• Type reports				I	R	R	R
• Generate letters						I	R

**PENRITH ANGLICAN COLLEGE
COMPUTER SKILLS**

FUNDAMENTAL COMPUTER SKILLS

I = Introduce

R = Reinforce

IU = Independent User

1. Use and understand basic computer related terms	K	1	2	3	4	5	6
• Login (log in)	I	R	IU	IU	IU	IU	IU
• Cursor	I	R	R	IU	IU	IU	IU
• Icon	I	R	R	IU	IU	IU	IU
• Scroll bar	I	R	R	IU	IU	IU	IU
• Busy symbol	I	R	IU	IU	IU	IU	IU
• Word processor	I	R	R	R	IU	IU	IU
• Internet	I	R	R	R	R	R	R
• Minimize		I	R	R	IU	IU	IU
• Maximize		I	R	R	IU	IU	IU
• Network			I	R	IU	IU	IU
• Directory			I	R	IU	IU	IU
• Open File		I	R	R	R	R	R
• Edit			I	R	R	IU	IU
• Hardware			I	R	IU	IU	IU
• Software			I	R	IU	IU	IU
• Copyright			I	R	R	R	IU
• Software piracy			I	R	R	R	R
• Electronic mail (E-mail)				I	R	R	IU
• Help File				I	R	R	R
• Multimedia				I	R	R	R
• Desktop publishing			I	R	R	IU	IU
• Database							I
• Spreadsheet						I	R
• Cell						I	R
• Column						I	R
• Row						I	R
• Formula							I
• Search Engine				I	R	IU	IU

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COMPUTER SKILLS**

FUNDAMENTAL COMPUTER SKILLS

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2. Identify basic computer hardware components and peripheral devices	K	1	2	3	4	5	6
• Keyboard & mouse	I	R	R	R	IU	IU	IU
• Monitor	I	R	R	R	IU	IU	IU
• Printer	I	R	R	R	R	R	R
• Headphones/Speakers	I	R	R	R	IU	IU	IU
• CD ROM	I	R	R	R	IU	IU	IU
• Hard drive		I	R	R	R	R	IU
• USB Flash Drive			I	R	R	IU	IU
3. Care and appropriate use of hardware	K	1	2	3	4	5	6
• Demonstrate appropriate care and use of keyboard & mouse	I	R	R	R	IU	IU	IU
• Demonstrate appropriate use of a USB Flash Drive		I	R	R	R	IU	IU
• Demonstrate appropriate care and use of CD ROM		I	R	R	IU	IU	IU
• Demonstrate ability to turn computer off/on independently		I	R	R	IU	IU	IU
• Demonstrate appropriate care and use of printer	I	R	R	R	R	R	R
• Demonstrate appropriate care and use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Enter key)	I	R	R	R	R	R	R
• Demonstrate appropriate care and use of special keyboard keys (Ctrl, Alt, Delete, Tab, Esc)			I	R	R	R	R
• Demonstrate appropriate care and use of special keyboard keys (Home, End, Page Up, Page Down)					I	R	R
4. Identify the functions and advantages of computer productivity software	K	1	2	3	4	5	6
• Word processing		I	R	R	R	IU	IU
• Telecommunications (E-mail & Internet)				I	R	R	R
• Spreadsheet							I
• Database							I

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5. Use basic computer management skills	K	1	2	3	4	5	6
• Demonstrate ability to access and exit software	I	R	R	R	IU	IU	IU
• Demonstrate ability to manage files (saving, retrieving)		I	R	R	R	IU	IU
• Demonstrate ability to organize files			I	R	R	IU	IU

LEGAL ETHICAL SKILLS

I = Introduce

R = Reinforce

IU = Independent User

1. Shows understanding of appropriate legal/ ethical conduct by	K	1	2	3	4	5	6
• Demonstrating appropriate use of computers	I	R	R	R	R	R	R
• Demonstrating appropriate computer etiquette	I	R	R	R	R	R	R
• Following the CCS Policy regarding technology resources	I	R	R	R	R	R	R
• Respecting the privacy of all users	I	R	R	R	R	R	R
• Obeying copyright laws	I	R	R	R	R	R	R

**PENRITH ANGLICAN COLLEGE
COMPUTER SKILLS**

**COMPUTER NETWORKING AND
INFORMATION MANAGEMENT SKILLS**

I = Introduce

R = Reinforce

IU = Independent User

1. Access/retrieve information	K	1	2	3	4	5	6
• Identify a need for information			I	R	R	R	R
• Identify appropriate resources			I	R	R	R	R
• Use of library catalogue			I	R	R	R	R
• Use of Internet				I	R	R	R
• Define search parameters				I	R	R	R
• Use of commercial database				I	R	R	R
• Demonstrating appropriate use of network printing				I	R	R	IU
• Saving files to individual home directories				I	R	R	IU
• Accessing on-line information for research				I	R	R	IU
2.. Information organization	K	1	2	3	4	5	6
• Identify useful information from search					I	R	R
• Take notes/paraphrase from search					I	R	R
• Cite electronic sources for bibliography						I	R
3. Information analysis	K	1	2	3	4	5	6
• Compare information from at least two sources							I
• Evaluate for accuracy, relevance, appropriateness, comprehensiveness and bias						I	R

**PENRITH ANGLICAN COLLEGE
COMPUTER SKILLS**

**COMPUTER NETWORKING AND
DATABASE SKILLS**

I = Introduce

R = Reinforce

IU = Independent User

1. Create and save database	K	1	2	3	4	5	6
• Identify intended use							
• Specify data organization							
• Name fields							
• Set field attributes							
• Enter data in a consistent form							
• Enter data as needed							
2.. Retrieve data	K	1	2	3	4	5	6
• Sort							
• Search for specific data by field							
• Create and print reports							
3. Edit data	K	1	2	3	4	5	6
• Add records to a file							
• Add fields to a record							
• Delete records from a database file							
• Delete a field from a record							
• Save updated records							
• Determine appearance of page							
• Insert headers/footers							
• Print report							

**PENRITH ANGLICAN COLLEGE
COMPUTER SKILLS**

SPREADSHEET SKILLS

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1. Create and save spreadsheet	K	1	2	3	4	5	6
• Identify intended use						I	R
• Specify data organization						I	R
• Determine columns and rows						I	R
• Set cell attributes						I	R
• Create simple calculation formulas						I	R
• Enter and edit data						I	R
2.. Retrieve data	K	1	2	3	4	5	6
• Sort data						I	R
• Create chart(s)						I	R
• Print spreadsheet						I	R
3. Edit data	K	1	2	3	4	5	6
• Insert column or row						I	R
• Delete column or row						I	R
• Use fill down/across						I	R
• Save updated spreadsheet						I	R
4. Generate graphs from spreadsheet	K	1	2	3	4	5	6
• Determine and create appropriate type of graph						I	R
• Incorporate graphs in word processing						I	R

**PENRITH ANGLICAN COLLEGE
COMPUTER SKILLS**

MULTIMEDIA SKILLS

I = Introduce

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IU = Independent User

1. Prepare an electronic presentation	K	1	2	3	4	5	6
• Create and edit slides/screens				I	R	R	IU
• Add and edit text (font, size, colour)				I	R	R	IU
2. Change the look of your presentation	K	1	2	3	4	5	6
• Customize the background				I	R	R	IU
• Arrange objects on the slide/screen				I	R	R	IU
• Insert graphics, clip art, and/or digital pictures			I	R	R	R	IU
• Use Word Art to enhance titles or to create original art					I	R	IU
• Upload images from photo sharing websites e.g. Flickr.com					I	R	R
• Add voice narration using Audacity					I	R	R
3. Customize	K	1	2	3	4	5	6
• Add slide transitions to your slide show					I	R	R
• Use sounds to enhance your presentation					I	R	R
• Create a hyperlink to at least one Web site						I	R
• Arrange slides/screens in a logical and appropriate order						I	R
• Animate text and/or graphics to add impact						I	R

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COMPUTER SKILLS**

MULTIMEDIA SKILLS

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4. Save	K	1	2	3	4	5	6
• Save a presentation as a new and/or existing presentation and close the file				I	R	R	IU
• Save As presentation to a new location (shared directory for presentation)				I	R	R	R
5. Present	K	1	2	3	4	5	6
• Open an existing multimedia project				I	R	R	R
• Deliver presentation				R	I	R	R
• Create notes to have for final presentation							I
• Prepare and publish a Blog e.g. www.edublog.org						I	R
• Prepare and publish a voice thread e.g. www.voicethread.com					I	R	R